

# Shooting Range Grant Program

Application Guide

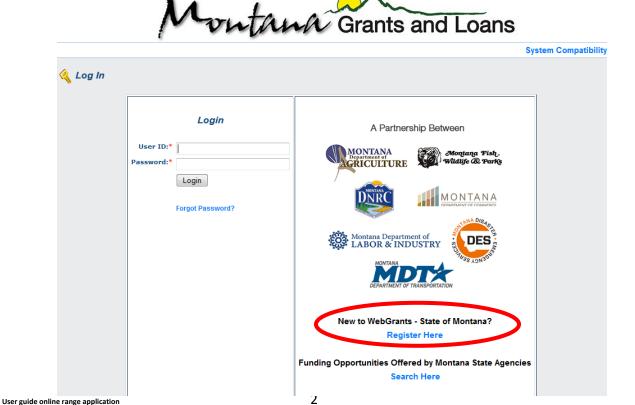
#### Overview

Montana Fish, Wildlife & Parks (FWP) has administered a grant program for the development and enhancement of shooting ranges since 1989. The purpose of the Montana Shooting Range Grant Development Program is to create a continuing program and mechanism to provide funding, through the department, to private shooting clubs, private organizations, local governments, and school districts for the establishment and improvement of a system of shooting ranges throughout Montana (MCA 87-1-276). A private shooting club, private organization, unit of local government, or school district may seek a grant for a shooting range development project (MCA 87-1-277). Every two years the Legislature authorizes funding for this program, which is generated from the sale of state hunting licenses.

## **Applying**

FWP will accept online shooting range grant proposals until February 1, 2016. Mailed applications must be postmarked by February 1, 2016.

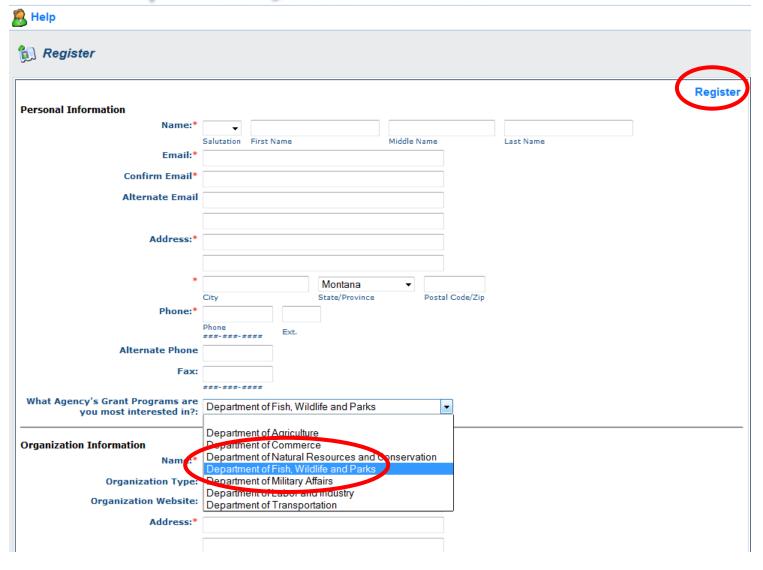
To apply, you must first become a registered user. Go to the website <a href="https://fundingmt.org">https://fundingmt.org</a> to register your organization and click on "Register Here". Please have your primary contact register first. Additional people can be added to the organization after the primary contact person gets their login information from the system. Contact Sara Smith if you need to add additional users.



## Registering

When registering, please fill out all information accurately. Make sure you choose *Department of Fish*, *Wildlife and Parks* for the grant for which you are interested. Once you fill in all the requested information, click *Register* at the bottom of the page.





Once you have submitted your registration, you will receive an email indicating you have successfully submitted your registration but this registration is pending approval. Below is a sample of what the email will look like. If you do not see this email, please check your junk mail folder.

#### SAMPLE EMAIL

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear John Doe,

Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.

Thank you for your patience.

Your registration request is sent to the Department of Fish, Wildlife & Parks for approval. Once approved the WebGrants software creates a User ID and password. You are notified by email of your approved status and provided your User ID and password. The user ID is the first initial of your first name, your entire last name and a number (for example John Doe would be jdoe1). The password is case sensitive.

#### **SAMPLE**

\*\*\*\* Do Not Respond to This Email \*\*\*\*

Dear John Doe,

Your new registration with the WebGrants grants management system has been Approved.

Your user id and password are below:

User id: jdoe1

Password: abcdef123

You may now log into the WebGrants system at the following location:

www.fundingmt.org

After you login for the first time, reset your password by selecting "My Profile"

then "Reset

Password"

You are now ready to log in.

## **Getting Started**

Go to <a href="https://www.fundingmt.org/index.do">https://www.fundingmt.org/index.do</a> and log in with your user name and password. Once logged in, you will see this screen.



On the main screen you will see the following:

**Grantee Instructions:** These are helpful instructions that relate to using the software

My Profile: Change contact information and password

**Funding Opportunities:** This is where you will find the shooting range grant opportunity for which you are applying

My Applications: Save, Review, Edit, and Submit Your Applications

My Grants: Track awarded grants, payments, and upload claims

## **Getting Started**

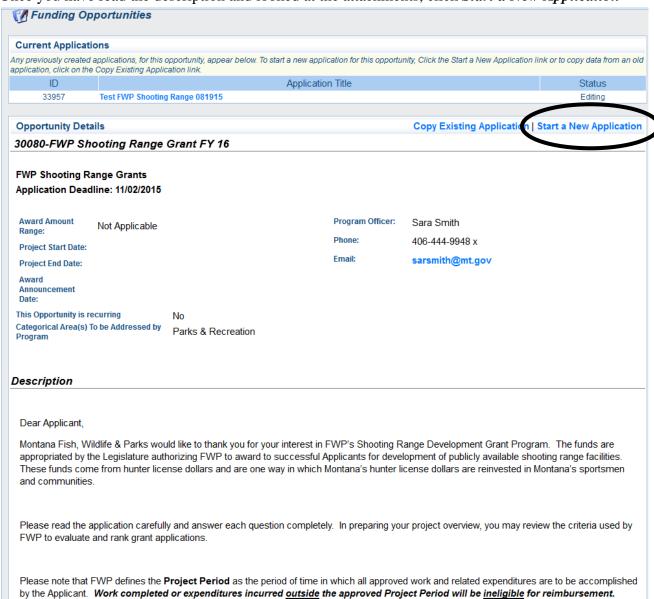
To start an application, click *Funding Opportunities*. You will see a long list of funding opportunities; look for *Department of Fish, Wildlife and Parks and Shooting Range Grant*. Click on that funding opportunity in blue.

2031	Department of Labor and Industry	DLI Test Program Area	DLI IWT TEST FO	06/30/2015
8239	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Private Grant Program	Final Application Deadlin not Applicable
3041	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Sage Grouse Stewardship	Final Application Deadlin not Applicable
9731	Department of Natural Resources and Conservation	DNRC	DNRC 2015-2016 RRGL Planning Grant	09/25/2015
3900	Resources and Conservation	DNRC	DNRC 2017 RDG Planning Grant	09/25/2015
	Department of Natural Resources and Conservation	DNRC	DNRC 2016 RDG Grant	05/14/2016
0018	Department of Natural Resources and Conservation	DNRC RRGL TEST Project/Uniform App	DNRC RRGL Project Grant Test	09/21/2014
9087	Department of Commerce	DOC - Test Area	DOC Test - Reg/CVB Annual Marketing Plan	06/28/2013
0309	Department of Commerce	DOC - Test Area	DOC - Test - CDBG-ED Planning Grants - FY13	06/30/2013
1963	Department of Commerce	DOC - Test Area	DOC - TEST - BSTF Category 1 Projects	05/30/2014
0668	Department of Commerce	DOC - Test Area	DOC - TEST - Primary Sector Workforce Training Grant (WTG) Program	06/30/2014
0275	Department of Commerce	DOC - Test Area	DOC - Test - BRD - BSTF - FY13	07/01/2014
4233	Department of Commerce	DOC Business Resources Division	DOC Test 5/1 - Big Sky Economic Development Trust Fund Category II Planning Projects FY13	06/30/2014
0188	Department of Commerce	DOC Business Resources Division	DOC TEST - FY 2014 Montana Community Development Block Grant - Economic Development (CDBG-ED) Planning Grants	06/30/2014
2379	Department of Commerce	DOC Business Resources Division	DOC - BSTF Cat2 - Mirror	06/30/2014
3860	Department of Commerce	DOC Business Resources Division	DOC - MT Community Development Block Grant - Economic Development Program (CDBG-ED) FY 15	02/06/2015
080	Department of Fish, Wildlife and Parks	FWP Shooting Range Grants	FWP Shooting Range Grant FY 16	11/02/2015
3847	Department of Transportation	MDT Test Program Area	EMS - Emergency Medical Services (TEST FO)	Final Application Deadli not Applicable
3892	Department of Transportation	MDT Test Program Area	MDT - MINI Grants (TEST FO)	Final Application Deadli not Applicable
4130	Department of Transportation	MDT Test Program Area	MDT Test Transit Capital Grant - FY17	Final Application Deadli not Applicable
3675	Department of Transportation	MDT Test Program Area	Highway Traffic Safety Funding (TEST)	03/01/2016
3033	Department of Transportation	MDT Test Program Area	MDT Test 5311 Transit Operating Grant - FY17	03/01/2016
3126	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015-16 Test	Final Application Deadli not Applicable
3723	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY 15 Emergency Management Preformance Grant	02/18/2015
7424	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY15 Emergency Management Performance Grant	04/30/2015
2192	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015 Passthrough	09/30/2015
3735	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Homeland Security - Forms Attached to TEST	Final Application Deadli not Applicable
3837	Department of Military Affairs	MTDES Test Program Area	Test Grid Budget FY15-16	Final Application Deadli not Applicable
4514	Department of Military Affairs	MTDES Test Program Area	Soft Match Grant Testing	Final Application Deadli not Applicable
3379	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Emergency Management Performance Grant - Forms Attached to TEST	02/01/2015

## **Getting Started**

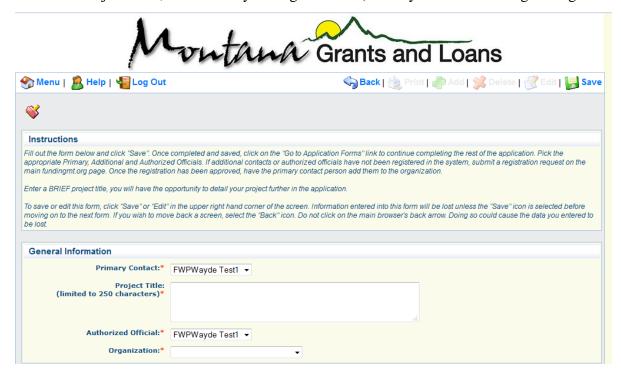
After you click on the funding opportunity, read the *Description* page very carefully as it contains instructions and information about submission deadlines and grant requirements. This page also contains attachments that you should **download and print**. Read these documents carefully as they include grant match requirements, documents that need to be submitted with the completed application, and an application checklist.

Once you have read the description and looked at the attachments, click Start a New Application



## **Completing the Application**

The first page of the application asks you to choose the primary contact information, put in a Project Title, and choose your organization (which you created during the registration process).



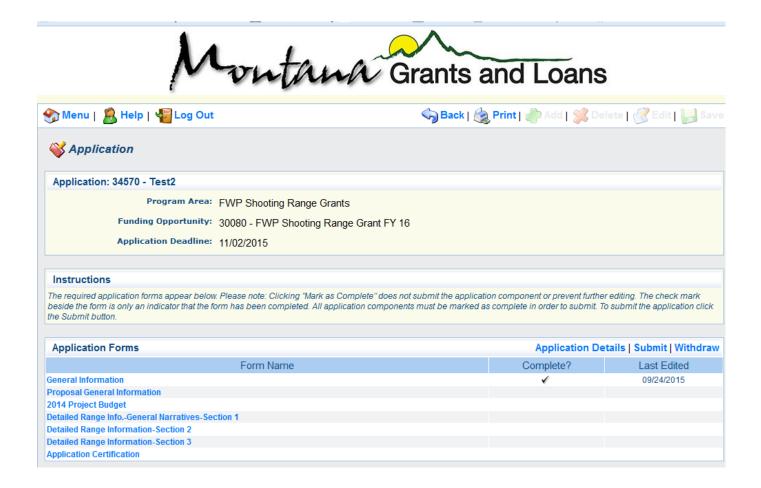
Remember to always click *SAVE* after filling out each page.



Once you *SAVE*, you will see the screen on the left. Double check that all the information is correct, and click *Go to Application Forms*.

## **Completing the Application**

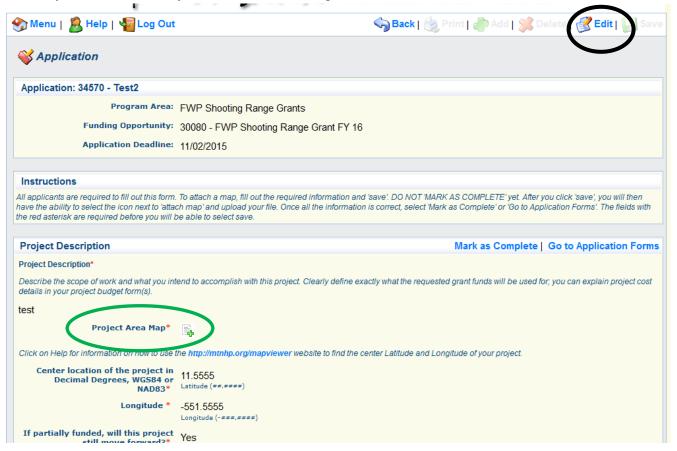
The next screen shows all of the sections of the application that you must complete. You have already completed the *General Information* section, and checked that the section is complete. You are ready to click on *Proposal General Information*.



Once you click on a section, answer all of the questions in that section, and then click **SAVE**.

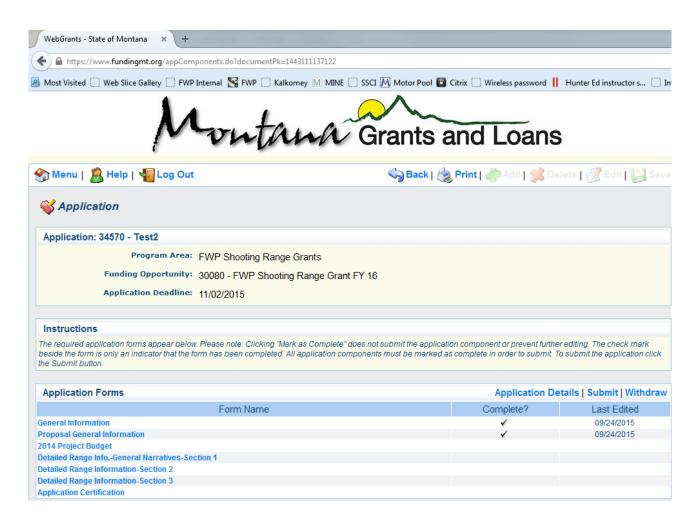
After you click *Save* for each section, the system will take you back to your *Application Forms* page. Work through each section and after saving, click *Mark as Complete*.

You may also click *Edit* if you need to make changes to a section.



After saving this screen, you will also need to attach the project area map by clicking on the **green** plus (+) sign. If you do not yet have your area map, you may still save your work and continue with the rest of the application sections. However, you cannot "*Mark as Complete*" or submit the application until the map is attached.

The second section now has a check mark under complete (if you attached your map). All sections must have check marks before you can submit the application. You can go back to any section that you have already saved and edit it. Just click on the section to open it then click *Edit*. Remember to save your changes.



## **Completing the Application**

The very last section of the application includes an electronic signature page and the opportunity to attach all of the required documents to the application.

The checklist is one of the attachments on the *Description* page and you can also find it below. Make sure you scan all documents together, so you have one document to attach. Once you have uploaded your documents and saved the last section, click *Mark as Comp*lete and then click *Submit* your application.

If you have questions or need help, please call
Sara Smith at 406-444-9948
Wayde Cooperider at 444-9947

## PROPOSAL CHECKLIST

- 1) Submitted Application form.
- 2) A notarized copy of the **SHOOTING RANGE DEVELOPMENT PROJECT RESOLUTION**
- 3) Copy of the 10-year property lease agreement, fee title, or documentation supporting intent to purchase.
- 4) Site plans, photographs, and maps (**Topographic, Google Earth or other aerial image of the range area**) showing detail of range, project area, property lines, water-permanent or seasonal, and direction of water flow or drainage.
- 5) Current insurance certificate.
- 6) Completed W-9 form

### **Americans with Disabilities Act (ADA) Information**

If facilities provide fixed firing positions, at least 5 percent, but not less than one of each type of fixed firing position must be served by an accessible route. Fixed firing positions must have a 60-inch diameter space with slopes not steeper than 1:48 so a wheelchair user can turn around and have a level place from which to shoot.

Types of different firing positions include positions with different admission prices, positions with or without weather covering or lighting, and positions that support different shooting events (e.g., muzzle loading rifle, small-bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery).

A public accommodation is defined as "a private entity that owns, leases (or leases to), or operates a place of public accommodation."

A person with a disability is defined by the ADA as, "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."

Technical assistance on the guidelines for sports facilities is available from the Access Board at:

(800)-872-2253 (voice), (800)-993-2822 (TTY) or ta@access-board.gov (e-mail).